



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

FEBRUARY 2017

Table of Contents

Performance Measures

[Police Calls and Service Times](#)

[Crime](#)

[Condition Index for Streets](#)

[Diversion Rate of Solid Waste from Disposal at a Landfill](#)

[Water Quality Testing Results](#)

[Permits - 352 permit applications were received; 408 permits were issued.](#)

[Value of Private Construction - 7,832,657.56](#)

[Private Construction Inspection Performed](#)

Budget Status

Central Purchasing

[Current Procurements](#)

[Completed Procurements](#)

[Pending Procurements](#)

Capital Projects

[Pump Station Replacement/Rehabilitation](#)

[Sewer Rehabilitation and Water Distribution](#)

[Water Tank Rehabilitation](#)

[New Water Treatment Plant \(WTP\)](#)

[Landfill Gas Mitigation](#)

[Stormwater Management Retrofit](#)

[City Hall Projects - Heating, Ventilation and Air Conditioning \(HVAC\) Replacement and Generator Installation](#)

[Maintenance Facilities](#)

[Road Resurfacing](#)

[Main Street Reconstruction](#)

[Cornhill Street Sidewalks](#)

[Wayfinding Sign Program](#)

Personnel Update

[New Hires](#)

[Promotions/Internal Vacancies Filled](#)

Law Office Report

[Open Litigation](#)
[Adopted Legislation](#)

[City Clerk](#)

[Public Safety Update](#)
[Fire Department](#)
[Emergency Management](#)
[Police Department](#)

[Building Activity](#)

[Planning Activity](#)
[Comprehensive Planning](#)
[Current Planning](#)
[Historic Preservation](#)
[Economic Development](#)

[Recreation and Boating](#)
[Recreation](#)
[Parks](#)
[Boating](#)

[Transportation](#)
[Monthly News](#)

[Hispanic Liaison](#)

[African-American Liaison](#)

Performance Measures

Police Calls and Service Times

Month	2014	2015	2016	2017	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2894	2571	2673	2748 + 723 fc	1:27 Minutes			
February	2714	2422	2585	2336 + 421 fc	2:11 Minutes	14 = 3:58	7 = 0:58	6 = 1:38
March	2885	2714	2884					
April	3005	2808	2925					
May	3197	2961	3089					
June	3161	3059	3096 +630 fc					
July	3515	3076	2945 +495 fc					
August	3280	3064	2824 + 209 fc					
September	3129	2892	2689 + 404 fc					
October	3158	2805	2813 + 615 fc					
November	2763	2871	2502 + 616 fc					
December	2551	2512	2579 + 608 fc					
	36,252 99.3 / DAY	33,755 92.4 / DAY	37,181 (33,604w/o fc) 101.6/ DAY	6,228 (5,084 w/o fc) 105.5/ DAY				
Totals	2014	2015	2016	2017				

	2894	2571	2673	2748 + 723 fc					
AvgPer Day	2714	2422	2585	2336 + 421 fc					

Crime

February 2017

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg-Res	Burg-Non	Larc	MV	Total
Feb 17	0	1	1	1	12	7	2	52	5	81
Feb 16	1	-2	1	1	10	12	3	51	0	77
Diff +/-	-100.0 %	+300.0 0%	0.00%	0.00%	-20.00 %	+41.66 %	-33.33 %	-1.92%	+500.00	+4.94%
			Monthly	%				Monthly	%	
Violent Crime Diff +/-			-4	36.36%	Property Crime Diff +/-			0	0.00%	
YTD 17	2	2	6	2	20	19	4	109	11	174
YTD 16	2	-2	4	5	20	23	7	89	1	149
YTD%	0%	+4	20%	50%	0%	-17%	42.2%	22.4%	100%	16%
YTD	Violent Crime YTD (Diff #/ %)			+3	+9.38%	Property Crime YTD (Diff #/ %)			+23	+16.08%

FY16	FEBRUARY CRIME	FY17
10	Agg Assaults	12
1	Robbery- Arm	1
1	Robbery-NWU	1
-2	Rape	1
1	Murder	0

12	Burglary- Res	7
3	Burglary-Non-Res	2
0	Auto Theft	5
51	Larceny	52
77	TOTALS	81

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2017 paving total – 1.79 miles

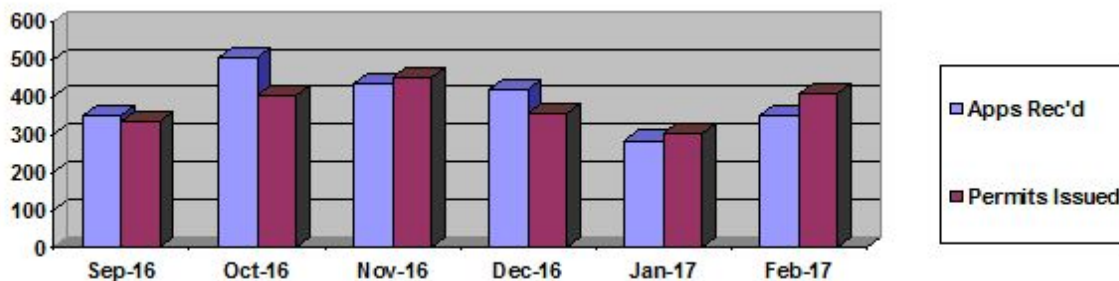
Diversion Rate of Solid Waste from Disposal at a Landfill

- February diversion rate – 38%
- 12-month (March 2016 – February 2017) diversion rate – 41%
- The residential curbside recycling rate, excluding yard waste, from July 2016 through February 2017 – 33 %

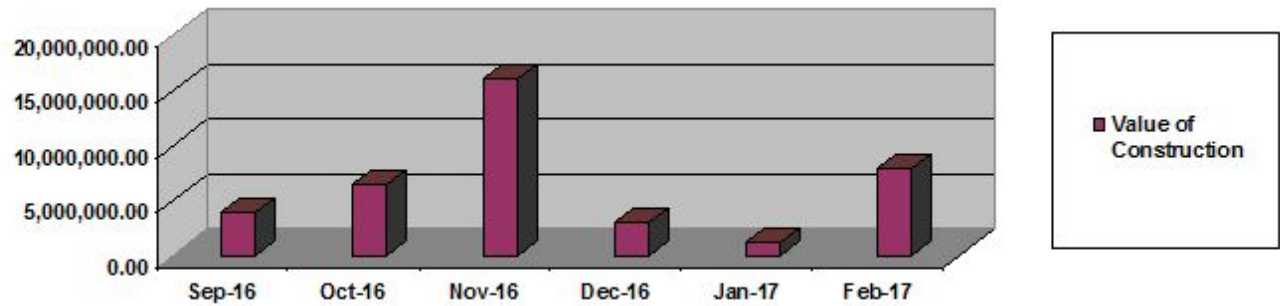
Water Quality Testing Results

- There were no water quality issues with the January 2017 water samples.
- There were no water quality issues with water samples taken in 2016.

Permits - 352 permit applications were received; 408 permits were issued.



Value of Private Construction - 7,832,657.56



Private Construction Inspection Performed

735 Building and Trade Inspections

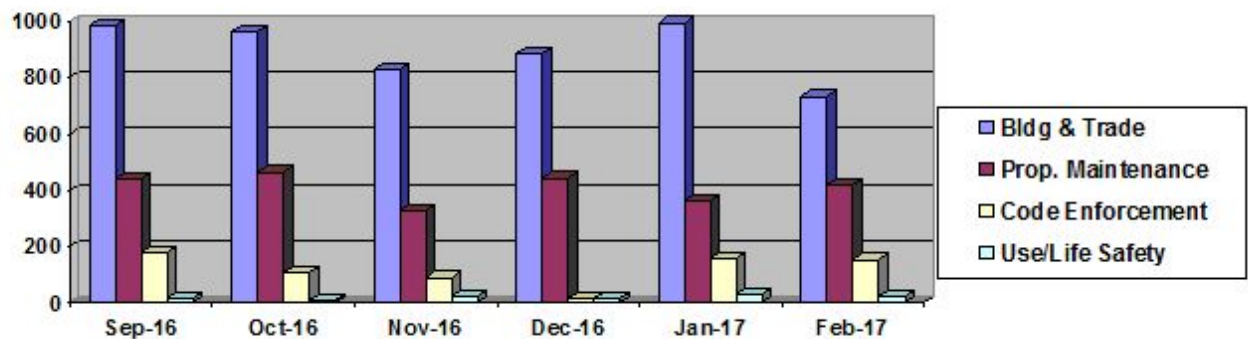
153 Code Enforcement Inspections

23 Use/Life Safety Inspections

419 Property Maintenance (Also, the following apartment complexes: 2 Md Avenue - 40 Units

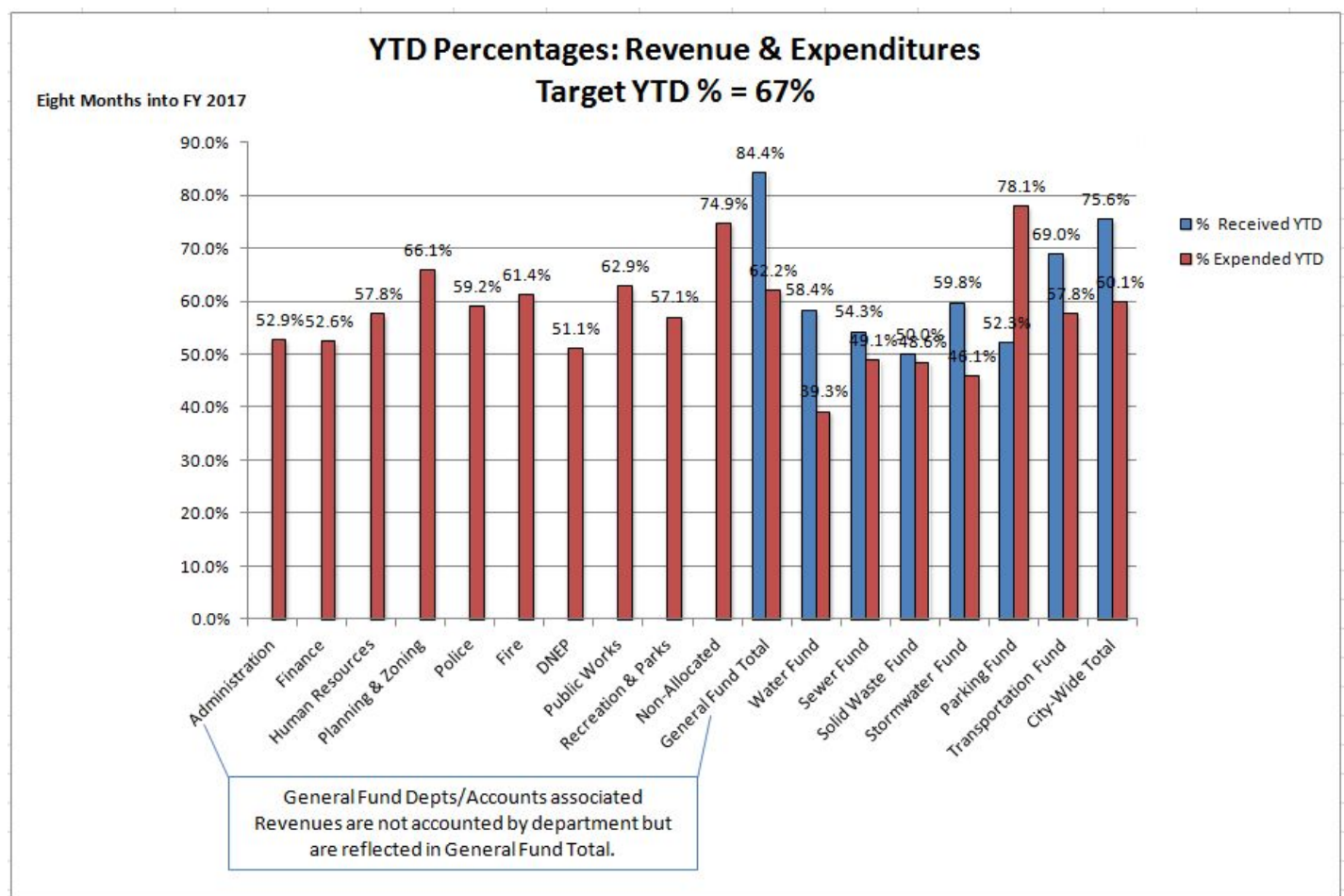
Admiral Oaks - 159; Obery Court Phase I - 52; Gardens Of Annapolis – 106; Allen Apts – 98; 20

Silopanna – 20; Bay Ridge Gardens – 198; 1000 Madison Street – 32.



Budget Status

YTD Percentages: Revenue & Expenditures						
July 2016-February 2017: YTD 67%						
	Revenues	% Received YTD	Budget	Expenditures	% Expended YTD	Budget
Administration				1,435,307.96	52.9%	2,713,577.36
Finance				2,365,527.77	52.6%	4,498,874.36
Human Resources				423,658.39	57.8%	733,370.02
Planning & Zoning				1,220,558.48	66.1%	1,846,818.70
Police				10,756,303.53	59.2%	18,164,460.67
Fire				10,049,022.26	61.4%	16,370,432.27
DNEP				1,034,564.99	51.1%	2,024,699.34
Public Works				4,918,867.37	62.9%	7,821,889.35
Recreation & Parks				2,649,437.69	57.1%	4,638,879.35
Non-Allocated				10,240,438.93	74.9%	13,678,153.35
General Fund Total	59,200,864.63	84.4%	70,162,667.34	\$ 45,093,687.37	62.2%	\$ 72,491,154.77
Water Fund	4,551,384.71	58.4%	7,789,467.43	2,978,002.86	39.3%	7,580,205.34
Sewer Fund	4,724,618.79	54.3%	8,696,656.00	4,181,933.14	49.1%	8,524,786.09
Solid Waste Fund	1,397,895.06	50.0%	2,793,266.31	1,164,186.94	46.1%	2,396,863.39
Stormwater Fund	533,715.71	59.8%	892,500.00	367,810.40	52.3%	798,685.47
Parking Fund	4,113,360.04	52.3%	7,864,000.00	6,204,726.16	69.0%	7,947,239.46
Transportation Fund	2,602,945.19	69.0%	3,774,790.30	2,102,034.98	57.8%	3,635,949.29
City-Wide Total	\$ 77,124,784.13	75.6%	\$ 101,973,347.38	\$ 62,092,381.85	60.1%	\$ 103,374,883.81



Central Purchasing

Current Procurements

RFQ 17-07 – Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices

- 3 Qualifications statements received. Review in progress.

RFP 17-09 – Investment Consulting Services

- 15 Proposals received. Review in progress.

RFP 17-10 – Mosaic Tile Art Mural

- Awarded to Anne-Marie Esson. Contract in process.

IFB 17-18 – Demolition Services – 195 Clay Street

- Bids due 5/18.

IFB 17-19 – Diving Services – Mooring Maintenance

- 1 bid received. Review in progress.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Awarded to Gardiner & Gardiner. Design/pricing under review.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Project scheduled for Fall 2017 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study completed. Awaiting City Council presentation.

RFP 16-06 – Energy Performance Contracting

- Awarded to Honeywell International. Project scheduled for February 2018 completion.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- Awarded to TripSpark. Project scheduled for May 2017 completion.

RFP 17-03 – Construction Services – Stanton Center Floor Replacement

- Awarded to L & R Floors. Project scheduled for February 2017 completion.

IFB 17-05 – Chesapeake Avenue Water Main Replacement

- Awarded to Schummer, Inc. Project scheduled for August 2017 completion.

RFP 17-12 – Forest Drive Sector Study

- Awarded to The Faux Group. Project scheduled for February 2018 completion.

RFP 17-14 Stormwater and Flood Mitigation Design

- Awarded to AECOM. Project scheduled for September 2017 completion.

Pending Procurements**IFB 17-08 – PMRC Ballfield Grading**

- Draft in progress. Anticipated release TBD.

RFP 17-13 – Actuarial Services – Pension and OPEB

- Draft in progress. Anticipated release TBD.

RFQ 17-16 – Design-Build Services – Water Main and Waste Water Projects

- Draft in progress. Anticipated release TBD.

IFB 17-17 – Bywater Park Improvements

- Draft in progress. Anticipated release TBD.

Capital Projects

Pump Station Replacement/Rehabilitation

Second St. PS Wetwell Rehab – Delivery for the new exterior door for the pump station is now expected in early March. The Contractor will replace the adjacent broken windows at the same time as the door installation.

Sewer Rehabilitation and Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation (72006) – Contractor will return to Annapolis in early March for the next round of CCTV and CIPP lining work in several locations throughout the City. USNA's work permit review continues for CIPP lining work of City sewer mains on USNA property. USNA Flowmeter (72006) – Consultant is designing a new flume for USNA sewage flow measurement. Communication with Navy personnel continues to plan the construction. Buried Asset Evaluation (72006 & 71003) – GIS/model discrepancies continue to be reviewed and corrected, as appropriate. The final GHD Comprehensive Assessment Plan, 10-yr plan and as-built lookup will be due after the discrepancies are resolved. The second draft software review report is under review. A change order request for additional modeling and other services is pending. Water Meter Purchases (71003) – Comprehensive radio read meter purchases and installation continues. Review of large meter full or "guts" replacement is also ongoing. Chesapeake Avenue

Water Main Replacement (71003) – Purchase Order issued for the construction and construction management contracts. Submittal process is underway.

Water Tank Rehabilitation

The Farragut tank work final closeout is complete and final payment made. The tank consultant work on development of Jefferson Tank rehab. specs continues.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Project work and related activities completed this month include pre-final testing & other commission tasks; training; start-up preparation; sluice gate and filter channel work; electric, lighting & control work and interior work for Control Building.

City Dock Bulkhead Replacement, Phase 2

Stormwater management (SWM) design and construction remains to be completed. Working with developers of 110 Compromise on coordination of relocation of electrical platform from Donner Lot into the building. Preparing RFP for replacement of boardwalk timbers from Phase 1.

Landfill Gas Mitigation

DPW continues to negotiate with MDE on the Draft Agreement so that a clear course of action can be determined for site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management Retrofit

For the storm drain at the end of Prince George Street, the feasibility of alternative drainage concepts was reviewed and recommendations have been provided. The project engineering firm will prepare the engineering design of the selected drainage solution.

Stormwater Management – Flood Risk Mitigation

AECOM completed Task 1: review of existing studies. Provided Technical Memo of all possible flood mitigation alternatives prior to development of concepts. Held meeting with reviewing departments to present alternatives and discuss/get direction from City as to which alternatives to further develop. Still awaiting Stormwater Modeling Final Report from US Army Corps of Engineers, which is due. Continuing with preparation of FEMA grant application for funding of the flood mitigation construction project that is due in mid-March.

City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation

City Hall UST received approval to be abandoned by the Historic Preservation Commission. The abandonment will begin on March 24, 2017.

Maintenance Facilities

The Design/Build (D/B) team submitted applications for site design review, critical areas, Special Exception early March. Demolition of existing maintenance facility is scheduled for Spring of 2017.

Road Resurfacing

The 2016 Resurfacing Program fall work ended in November 2016 with the completion of the paving of Garden Gate Lane and Edelmarr Drive. Permanent striping related to Chinquapin Round Road pending.

Main Street Reconstruction

Preliminary design has been completed. The construction is being planned to start in January 2018, with completion in June 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000.

Cornhill Street Sidewalks

HPC approved the application. Final construction drawing development and construction awaiting funding from sale of old Recreation Building or other sources.

Wayfinding Sign Program

Gelberg Signs completed their portion of installation of signs, compasses and kiosks. Final inspection of contractor-installed signs completed with minor repairs required. Signs to be installed by the City has begun. Issues with orientation of some signs and some incorrect messages. Merje (designer) & Gelberg (fabricator & installer) are discussing solutions and sharing accountability for errors.

Truxtun Park Ballfield Grading

Final grading plans received at the end of December were submitted to AACO Soil Conservation District (SCD) for review and permitting. Comments from SCD were received and plans were returned to Consultant to address. Plans re-submitted to SCD.

Personnel Update

New Hires

Police:

Police Officers - 6

Community Services Specialist - 1

Finance:

Accountant - 1

Fire:

Firefighters - 14

Recreation and Parks:

Recreation Temps - 5

Public Works:

Civil Engineer II - 1

Promotions/Internal Vacancies Filled

None

Law Office Report

Open Litigation

Case Name	Dept	Comments
City of Annapolis v. SPAW, LLC A.A. District Court Case No. 3z36100886, 5z36100888 (Municipal Infractions L1-13)	HPC	Oral arguments on appeal by SPAW, LLC to Court of Appeals re: vinyl windows @ 2 Maryland Ave. scheduled for 9/8/16; awaiting CSA opinion
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; Briefs filed; arguments in May or June 2017
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision. Petitioners appealed to Court of Special Appeals; Court denied arguments; CSA affirmed HPC decision. CLOSED.

City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; Answers filed; trial postponed; trial date 6/20/17
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386 (L17-15)	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs submitted; oral arguments heard; Court upheld decision of APD trial board; CLOSED.
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510 (L97-15)	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; Motions hearing occurred 4/11/16; re-hearing on 8/9/16; Motion to Dismiss granted; City filed appeal to Court of Special Appeals challenging denial of right of citizens to seek judicial review; briefs submitted
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931 (L84-15)	DOT	Complaint and answer filed; Court dismissed Complaint w/o prejudice. CLOSED.
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-03537 (L14-16)	APD	Complaint and Answer filed; discovery completed
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery ongoing
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director's decision to deny disability retirement application; Court affirmed PSDR Board decision; appeal noted to Court of Special Appeals.
Massey v. COA, et al. A.A. District Court Case No. D-07-CV-16-004580 (L25-16)	DOT	Complaint and Answer filed; trial postponed; new trial date is 4/3/17
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16)	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; oral argument scheduled for 4/10/17
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1:16-CV-02621 (L44-16)	PW	Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; Answer filed; discovery ongoing
Taylor v. COA A.A. District Court Case No. D-07-CV-15-009980 (L45-16)	DOT	Complaint and Answer filed; trial 3/7/17; Court entered judgment for Plaintiff. CLOSED.
COA v. JBK, LLC (51-53 West Street mural) A.A. District Court Case Nos. 3z36100900, 1z41100851 (L31-16)	HPC	City issued citations in regard to mural painted on building at 51-53 West Street; trial date 4/21/17
COA v. Paul & Julie Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial postponed to 4/4/17

Hulbert/Firearms Policy Coalition v. COA, et al. U.S. District Court of Maryland Case No. 1-16-CV-4121 (L1-17)	APD	Complaint filed re: possession of tasers; answer filed
Phaneuf v. COA A.A. Circuit Court Case No. C-02-CV-17-000411 (L4-17)	PW	Complaint re: slip/fall on ice; Answer filed
Rapolla v. Mandell A.A. District Court Case No. D-07-CV-16-012046 (L2-17)	OEM	Complaint re: vehicle accident; Answer filed
MCCR / EEOC Cases:		
Spearman v. COA	APD	Claim and Answer filed; fact-finding conference pending
Administrative Hearings:		
(none)	APD	
Workers' Compensation Appeals to Circuit Court:		
COA v. Thomas	APD	Appeal noted on Occupational Disease (OD accepted/Temporary Total denied). Deposition of Richard Lilly (Claimant's expert) completed on 9/13/16; Deposition of Claimant completed on 09/23/16. Pretrial Settlement Conference held 11/30/16 with trial date set for 5/4/17
Martinez v. COA	APD	Appeal of WCC decision; Discovery ongoing; mediation completed (matter will proceed to trial); pretrial settlement conference scheduled for 2/2/17, with trial pending
COA v. Cisneros	APD	Appeal of WCC decision; Discovery ongoing
Union Grievances:		
Grievance – decision of personnel action by APD Chief	APD	Settled
Grievance – failure to promote by APD Chief	APD	Settled

Adopted Legislation

Legislation adopted on 2/13/17

O-8-17 The Conveyance of 28 square feet of land associated with 108-110 West Street - For the purpose of approving the conveyance of 28 square feet of land; said conveyance to be made at private sale and not at public auction; and matters generally relating to said conveyance.

O-50-16 TITLE 17 - BUILDINGS AND CONSTRUCTION - For the purpose of updating and amending certain sections of Chapters 17.12, 17.16, 17.18, 17.24, 17.28, 17.40 and 17.44 of the Code of the City of Annapolis; adopting the ICC International Swimming Pool and Spa Code; conforming references to certain ICC Building Codes as set forth in the Code of Maryland Regulations (COMAR); and matters generally relating to updating and amending certain portions of Title 17.

R-3-17 Council Compensation Commission Recommendations - For the purpose of providing for consideration of the Recommendations of the Council Compensation Commission; and for scheduling the required Public Hearing on the Recommendations of the Council Compensation Commission.

O-1-17 Non-Discrimination Foreign-Born Residents - For the purpose of amending the Code of the City of Annapolis by extending equal rights and protections to all individuals; and recognizing the importance of accommodating culturally diverse contributions of foreign-born residents to social, academic, religious, cultural, and economic life in Annapolis.

Legislation adopted on 2/27/17

O-2-17 Water Service Agreement - 44 Hudson Street, LLC - For the purpose of authorizing a water service agreement providing for the extension of City water service to 44 Hudson Street, LLC located in Anne Arundel County; and matters generally relating to providing said water service outside the City limits.

O-4-17 Water Service Agreement - McDonald's Corporation - For the purpose of authorizing a water service agreement providing for the extension of City water service to the McDonald's Corporation located in Anne Arundel County; and matters generally relating to providing said water service outside the City limits.

O-11-17 Electronic weapons - For the purpose of repealing Section 11.44.070 of the Code of the City of Annapolis concerning possession and discharge of electronic weapons.

R-9-17 Electronic Weapons - Penalties and Fines - For the purpose of repealing the penalties and fines associated with possession and discharge of Electronic Weapons in the Fines Schedule.

O-3-17 Annual City Budget Submission Dates - For the purpose of amending the date for submission of the proposed annual operating budget; amending the date for submission of the proposed capital budget; amending the date for submission of collective bargaining agreements; and matters generally relating to the submission of the annual city budget.

City Clerk

20 – Fully Executed Contracts/Agreements
12 - Special Event Application Reviewed
2 – Fortunetellers Application
6- Draft City Council Meeting Minutes
1- Work Session Agenda
1- Memorandum – Proposed Closed Session
2 - Payroll Processed
17– Citizen Requests – Election Related
4- Meeting Attendance

BOARD OF SUPERVISORS OF ELECTION:

ALL Board of Supervisors of Elections “BOSE” Agendas and Minutes can be found on the City’s website at

<http://www.annapolis.gov/650/Board-of-Supervisors-of-Elections>

THE NEXT MEETING OF THE BOARD OF SUPERVISORS OF ELECTION WILL BE HELD ON THURSDAY, MARCH 16, 2017 @ 7:00 p.m.in the Mayor John T. Chambers, Jr., City Council Chambers located at 160 Duke of Gloucester Street, 2nd Floor, Annapolis, Maryland 21401

To view 2017 Municipal Election Information, please visit link below:

<http://www.annapolis.gov/420/Elections>

Primary - Candidate Information UPDATES:

Nevin L. Young (R) Mayoral Candidate

[Nevin L. Young's Biography \(PDF\)](#)

[Nevin L. Young's Contact Information \(PDF\)](#)

Larry Claussen (R) Aldermanic Candidate Ward 1

[Larry Claussen Candidate Biography \(PDF\)](#)

[Larry Claussen Contact Information \(PDF\)](#)

Marc Rodriguez (D) Aldermanic Candidate Ward 5

[Marc Rodriguez Candidate Biography \(PDF\)](#)

[Marc Rodriguez Contact Information \(PDF\)](#)

Polling Places:

February 16, 2017

Proposed List of Polling Precincts:

Ward / Precinct	If you voted here Previously....	Proposed – Your New Location will be....
1-1	Maryland Hall 801 Chase St, Annapolis, MD 21401	SAME
1-11	9 St. Mary’s Street – Recreation & Parks	City Council Chambers 160 Duke of Gloucester Street, Annapolis, MD 21401
2-2	Annapolis Library	TRINITY U.M. CHURCH 1300 West St, Annapolis, MD 21401
2-12	Calvary United Methodist Church	SAME

	301 Rowe Blvd, Annapolis, MD 21401	
3-3	COA Department of Transportation	MT. Olive AME Church 2 Hicks Ave, Annapolis, MD 21401
3-13	MT. Olive AME Church 2 Hicks Ave, Annapolis, MD 21401	SAME
4-4	Heritage Baptist Church 1740 Forest Dr, Annapolis, MD 21401	SAME
4-14	American Legion Cook-Pinkney #141 1707 Forest Dr, Annapolis, MD 21401	SAME
5-5	Salvation Army	Roger "Pip" Moyer Recreation Center 273 Hilltop Ln, Annapolis, MD 21403
5-15	Salvation Army	Roger "Pip" Moyer Recreation Center 273 Hilltop Ln, Annapolis, MD 21403
6-6	Mt. Moriah AME Church 2204 Bay Ridge Ave, Annapolis, MD 21403	SAME
6-16	Eastport Community Center 1014 President St, Annapolis, MD 21403	SAME
7-7	Eastport-Annapolis Neck Library 269 Hillsmere Dr, Annapolis, MD 21403	SAME
7-17	Eastport-Annapolis Neck Library 269 Hillsmere Dr, Annapolis, MD 21403	SAME
8-8	Eastport Volunteer Fire Hall 914 Bay Ridge Ave, Annapolis, MD 21403	SAME
8-18	First Baptist Church of Eastport	Eastport Volunteer Fire Hall 914 Bay Ridge Ave, Annapolis, MD 21403

Tuesday, June 20th, 2017

Deadline for changing Polling Places. Pursuant to City Code Sec. 4.08.110 - New polling places—changed polling places.

ALCOHOLIC BEVERAGE CONTROL BOARD:

THE NEXT MEETING OF THE ALCOHOLIC BEVERAGE CONTROL BOARD WILL BE HELD ON Wednesday, FEBRUARY 1, 2017 @ 7:00 p.m. in the Mayor John T. Chambers, Jr., City Council Chambers located at 160 Duke of Gloucester Street, 2nd Floor, Annapolis, Maryland 21401

2017 Renewal Applications: (Status – Processing)

Pursuant to ABCB Rules & Regulations Sec. 2.10 TERM OF LICENSE.

A. Licenses shall expire on April 30th of each year. If there are protests against the renewal of a License prior to the March 31st deadline, the Board shall hold a public hearing. If there are no protests, the License may be routinely renewed by the City Clerk.

B. Renewal applications shall be filed with the Board not less than thirty (30) days or more than sixty (60) days before May 1st. Renewal applications filed after April 1st may only be heard by the Board upon payment of a Twenty Dollar (\$20.00) per day penalty for late filing.

C. A License approved for renewal by the Board shall not be effective until the renewal fee has been paid and the renewed License posted on the Licensed Premises as required in these Rules and Regulations. Alcohol shall not be served after the expiration of the previous License until these requirements are met. Absent objection by the City Clerk, Licensee may elect to pay the annual renewal fee in two (2) equal payments, the first to be received by the City Clerk no later than April 30th, and the second to be received by the City Clerk no later than August 30th. Failure to make either payment on a timely basis shall be a violation of these Rules and Regulations and may be cause for disciplinary action by the Board.

CITY COUNCIL:

WebPages & Calendars -Under Review

City Council receipt of Boards and Commissions Annual Reports 3/13/17

[ID-61-17](#)

Attachments: [ID-61-17 Combined Boards and Commissions Annual Reports 2016.pdf](#)

OFFICE OF LAW REQUESTS:

Certification of Records – For United States District Court for the District of Maryland

Certification of Custodian of Records - For United States District Court for the District of Maryland

MISCELLANEOUS REVIEW:

Fiscal Impact Note – Department of Legislative Services Forwarding Request to City of Annapolis:

SB 1154 - Criminal Law - Assault by Strangulation or Suffocation – Penalties
 HB 1590 - State Government - Creation and Maintenance of Religious Registry - Prohibitions and Immunity for Refusal to Provide Information
 HB 1518 - Interception of Communication - Financial Institutions
 HB 1463 - Veterinary Practitioners - Animal Cruelty and Animal Fighting – Reporting
 HB 1428 - Criminal Procedure - Victim Services Unit - Victims' Compensation
 HB 1418 - Justice Reinvestment Act – Modifications
 HB 1379 - Courts - Criminal and Civil Immunity - Prescribing, Dispensing, and Administering Opioid Antagonists
 HB 1345 - National Capital Strategic Economic Development Fund
 HB 1334 - State Highway Administration - Traffic Control Devices - Decorative Treatments
 HB 1323 - Property Tax - Credit for Revitalization Districts
 HB 1321 - Child Protection - Reporting Requirements - Threat of Harm
 HB 1234 - Property Tax - Credit for Retired Military Service Members – Eligibility
 HB 1051 - Enterprise Zone and Regional Institution Strategic Enterprise Zone Programs - Small Business Entities
 HB 1181 - Economic Development - Municipal Corporations - Community Revitalization and Improvement Zones
 HB 1148 - Face Recognition Act
 HB 1118 - Natural Resources - Roadside Trees - Preservation and Protection
 SB 1026 - Public Ethics Law - Conflicts of Interest and Financial Disclosure Statements
 HB 1065 - State Government - State Commission on Surveillance Technology and Civil Rights
 HB 1075 - Housing Authorities - Transparency and Baltimore Authority Bidding Process
 HB 1015 - Criminal Law - Allowing Underage Drinker at Residence to Possess or Consume Alcohol – Penalties
 SB 851 - Public Service Commission - Application for Certificate of Public Convenience and Necessity - Consistency with Comprehensive Plan
 SB 835 - Maryland Law Enforcement and Governmental Trust Act
 SB 946 - Weapon-Free Higher Education Zones
 HB 947 - Vehicle Laws - Vehicle Presence Monitoring Systems - Authorization by Local Jurisdictions
 HB 925 - Criminal Law - U-47700 ("Pink") – Prohibition
 HB 891 - Handgun Permits - Firearms Training Courses
 HB 881 - Criminal Law - Death Penalty - Law Enforcement Officers, Correctional Officers, and First Responders
 SB 771 - Electric Cooperatives - Rate Regulation - Fixed Charges for Distribution System Costs
 SB 759 - Property Tax - Credit for Accessibility Design Features - Newly Constructed Apartment Buildings
 SB 928 - Criminal Law - Cannabis – Legalization
 SB 722 - Public Safety - Light Frame Combustible Construction – Requirements
 SB 705 - Award of Attorney's Fees and Expenses - Violation of Maryland Constitutional Right
 HB 842 - Admissions and Amusement Tax - Exemption for School Field Trips
 HB 840 - Criminal Procedure - Partial Expungement
 HB 828 - Criminal Law - Threat Against State or Local Official - Law Enforcement Officer
 SB 619 - Criminal Law - Controlled Dangerous Substances – Mixture
 HB 792 - Office of Legislative Audits - Performance Audits of Boards of License Commissioners – Required
 SB 586 - Local Infrastructure Fast Track for Maryland Act
 HB 739 - Public Safety - SWAT Teams - Reporting and Limitations
 SB 542 - Maryland Lead Poisoning Recovery Act
 SB 505 - Civil Actions - Child Sexual Abuse - Statute of Limitations and Required Findings

SB 532 - Temporary Family Health Care Structures – Permits
HB 702 - Residential Property - Vacant and Abandoned Property - Expedited Foreclosure
HB 697 - Child Abuse and Neglect - Statewide Reporting - 2-1-1 Maryland

Forwarded to City Manager and Public Information Officer for PUBLISHING:

To adequately inform the public and provide timely information on regularly scheduled public hearings on legislation and other matters before the City Council, and Council Meeting Agendas. To be sent the Wednesday after the last City Council Meeting. January 24, 2017

NOTICE OF ANNAPOLIS CITY COUNCIL PUBLIC HEARINGS

Notice is hereby given that the Annapolis City Council will hold a public hearing on Monday, February 13, 2017 at 7.00 p.m., in the Mayor John T. Chambers, Jr., City Council Chambers, 160 Duke of Gloucester Street, Annapolis, MD 21401 on the following items:

Public Hearings:

O-38-16 Forest Conservation Reforestation - For the purpose of prohibiting certain development projects from cutting or clearing certain forests within the City of Annapolis unless the applicant offsets that loss with newly planted acreage; and providing for an appeal process.

To view legislation visit link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2825724&GUID=2CAB73FB-9CD6-4378-9FE5-833A341A83AF&Options=ID|Text|&Search=O-38-16>

O-4-17 Water Service Agreement - McDonald's Corporation - For the purpose of authorizing a water service agreement providing for the extension of City water service to the McDonald's Corporation located in Anne Arundel County; and matters generally relating to providing said water service outside the City limits.

To view legislation visit link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2937894&GUID=6A800B6C-0E79-4C71-BF83-86C2FB61FA03&Options=ID|Text|&Search=O-4-17>

Sent - February 14, 2017

NOTICE OF ANNAPOLIS CITY COUNCIL PUBLIC HEARINGS

Notice is hereby given that the Annapolis City Council will hold a public hearing on Monday, February 27, 2017 at 7.00 p.m., in the Mayor John T. Chambers, Jr., City Council Chambers, 160 Duke of Gloucester Street, Annapolis, MD 21401 on the following items:

Public Hearings:

O-7-17 Removing Archwood and Smith from Parking District 3 - For the purpose of removing certain blocks of Archwood Avenue and Smith Avenue from Special Residential Parking District 3.

To view legislation, please use link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2948945&GUID=0B5889D4-CC3D-4971-BA70-7203B4E6770D&Options=ID|Text|&Search=O-7-17>

O-5-17 Equal Protection Of Law In Annapolis - For the purpose of amending the Code of the City of Annapolis to incorporate provisions applicable to City employees in the performance of their duties and to establish an additional mechanism for sanctioning employees failing to fulfill their duties in accordance with applicable City, State and Federal laws.

To view legislation, please use link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2944802&GUID=052F58E7-A8A6-412A-B8EC-499D252FEB67&Options=ID|Text|&Search=O-5-17>

MEMORANDUM'S – RE: Proposed Closed Sessions – To City Manager / City Council & PIO

A closed session of the City Council has been proposed for Thursday, February 9 at 3:00 p.m. in City Council Chambers. The location of the meeting and proposed closed session is 160 Duke of Gloucester Street, 2nd Floor in Annapolis. This is in accordance with Annotated Code of Maryland, General Provisions Article § 3-305(b)(9) and 3-305(b)(10)(ii).

Disclosure of the topics to be discussed for each citation selected:

3-305(b) (9): Collective Bargaining Negotiations; and
3-305(b) (10) (ii): Protection of City Assets

The Council will convene in open session and move pursuant to Annotated Code of Maryland, General Provisions Article § 3-305(b)(9) and 3-305(b)(10)(ii), to go into closed session as indicated above.

A closed session of the City Council has been proposed for *Monday, February 13, 2017 at 6:00 p.m.* in the Mayor John T. Chamber, Jr., City Council Chamber, located at 160 Duke of Gloucester Street in Annapolis. This is in accordance with Annotated Code of Maryland, General Provisions Article § 3-305(b)(1).

Disclosure of the topic to be discussed for citation selected:

3-305(b)(1): Public Safety Succession

The Council will convene in open session and move pursuant to Annotated Code of Maryland, General Provisions Article § 3-305(b)(1), to go into closed session as indicated above.

City Council Associate

8- Minutes Drafted
8- Agenda Creation

Standing Committee Meeting Dates/ Attendance:

Rules and City Government
February 7, 2017 at 3:00 p.m.
Finance Committee

February 7, 2017 at 5:00 p.m
Transportation Committee
February 21, 2017 at 6:30 p.m.
Housing and Human Welfare
February 21, 2017 at 7:30 p.m.
Environmental Matters
February 24, 2017 at 1:30 p.m.
Finance Committee
February 27, 2017 at 5:00
Public Safety Committee
February 28, 2017 at 5:00 p.m.
Economic Matters Committee
February 28, 2017 at 6:30 p.m.

PROJECT REQUEST FROM ALDERPERSON

Assisted with the Combined Annual Reports FY2016

Public Safety Update

Fire Department

Monthly News/New Projects

The Department responded to 844 calls for service this month and a total of 1803 calls for 2017 with the following breakdown:

- EMS - 646 or 76%
- Fire – 134 or 16%
- Service – 50 or 6%
- Rescue – 8 or 1%
- Hazmat – 6 or 1%

EMS Notable Incidents – Monthly Highlights – Accomplishments

- Cardiac Arrest Survival Rate (EMS Division) – 5 arrests/1 ROSC
- Monthly Heroin OD – 6 - no known deaths
- EMS Fees Collected Feb. \$100,869.35 FYTD: \$1,017,741.37
- EMS Transports - 465

Fire and Explosives Services Unit – Monthly Highlights – Accomplishments

- K-9 calls – 4
- Fires – 5 (2 arsons, 2 arrests)
- Assist Police Calls - 5
- Suspicious Package Responses – 11 (1 explosive device)
- EOD Standby - 0

- Burn Patients - 0
- Inspections - 11
- Background Investigations - 0
- Bomb Threat - 3

Other Events/Activities

- The EMS Division conducted 2 citizen CPR courses.
- Completed 72 new fire safety building inspections and 47 re-inspections (includes inspections conducted by station personnel).
- Our personnel installed 4 smoke detectors and 0 CO alarms and conducted 11 public education events.
- The Fire Marshal's Staff conducted 14 Fire Permit/Plan Reviews and 6 Building Permit Reviews.
- Training hours completed – 2554
- SO rating – Class 2
- Chief Stokes served as Acting City Manager from 2/18 – 3/5
- This month's Fire Prevention Message – "Safe Storage of medications".
- The Department purchased a new cardiac monitor (LP-15) for the Annapolis Neck Medic unit. This completes the three year goal of upgrading all four cardiac monitors. The monitors are approximately \$25k each, we were able to use grant funds to reduce the cost and the volunteers at Eastport VFD assisted with the purchase of one monitor.
- The FMO has launched an AFD facebook page. The feedback to date has been very positive.
- Our crews (Fire, EMS & Bomb Squad) participated in Active shooter drill at USNA.
- Firefighter Lou Johnson and his daughter collected used winter coats for distribution to the needy families in the area. This story was featured in the Capital Newspaper.
- Personnel reviewed Workplace Violence Policy during the month.
- Reviewed layout and display plans for Spring Boat Show.
- The FMO attended the O'Berry Court Community to discuss fire safety.
- Deputy Chief Remaley and Battalion Chief Butler retired from the Department on 2/28/17.
- New recruits (SAFER Grant) started AA County Fire School training on February 23, 2017.
- Working with Volunteer Firefighters to create Length of Service Awards Program (LOSAP).
- Deputy Chief Remaley attended the monthly Anne Arundel County Criminal Justice Coordinating Council meeting.
- Chief Stokes and AA County Fire Chief Alan Graves (and staff members) met with the AAMC President Tori Bayless and her ER staff regarding how the AAMC red/yellow and by-pass alerts are impacting our ability to provide EMS service. The meeting was very productive and I am hopeful we will see an Submitted nomination for the Senate Paul S. Sarbanes Fire Service Safety Leadership Award.
- Developed policy on citizen disposal of expired flares and surplus fireworks. This has been well received by the public as we have received many surplus flares and fireworks.
- The Wall Street Journal is doing a story on the Annapolis Maritimes Museums annual sock burning.
- Chief Stokes attended the County Executive's Public Safety Core Group Team.
- Meeting with area sailing/ boating associations scheduled for February 7, 2017 at AYC (tentative)
- Deputy Chief Simmons is working with Maria Broadbent on the STAR Program.
- Department wide Incident Command System Training was done.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of February the Department used 266 hours of overtime at a cost of \$15,238.88 this represents a usage of 3.54% of our total annual budget available for overtime. Our YTD overtime expenditures are \$357,160.09 or 83.06% of our annual OT budget.
- We currently have one (1) person on extended disability leave, two (2) on modified duty and a total of seven (7) vacancies – four (4) are Firefighters, one (1) is Deputy Chief position, one (1) is Battalion Chief of Special Operations position and one (1) is Contractual Exercise and Training Program Coordinator in OEM.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- Continue Union contract negotiations
- Attended the Historic District Sprinkler Committee meeting
- Attend Community Meeting at Bloomsbury Square to discuss fire safety.
- CPR Training for City Employees
- Captain Spriggs will be assisting ATF as an instructor for Explosives.
- Cultural Care Au Pair Fire Safety Education program.
- Annual Sexual Harassment and Discrimination Training

Emergency Management

Incidents and Events

- February 8th – Active Shooter Exercise at the Naval Academy
 - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about an active shooter exercise that was held at the US Naval Academy. Sounds of simulated gunfire and an increase of public safety official activity were expected during the exercise.
- February 8th – Winter Weather
 - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about winter weather system expected to impact the Annapolis area.
- February 12th – High Winds
 - OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about high winds that came through Annapolis and caused some minor power outages.

Planning

- OEM is leading the effort to prepare a grant application for FEMA's Hazard Mitigation Grant Program for a flood mitigation project downtown. In February, the team continued to refine the economic analysis related to flooding impacts, coordinated with Public Works on planning, and prepared for an upcoming visit from FEMA. The team expects to complete the grant application in the next few weeks.
- On February 8, OEM attended a meeting at MEMA for Central Region WebEOC users. OEM is in the process of migrating to the State WebEOC system.
- On February 13th, OEM staff conducted interviews with Exercise, Training, and Outreach candidates.

- On February 16th, OEM coordinated meetings for the Hazard Mitigation Plan Update with staff from Planning & Zoning and Transportation.
- On February 17th OEM applied for the CoastSmart Communities grant to receive funding that will allow the City to apply to FEMA's Community Rating System.
- OEM staff participated in a UASI Executive Board Conference Call on February 21.
- On February 21st, OEM staff met with the new representatives from the American Red Cross Southern Maryland Chapter.
- On February 22nd, OEM staff participated in the Baltimore UASI Recovery Committee conference call to provide a status update on disaster recovery planning.
- OEM Staff continues the final review of EOP Annexes.
- OEM Staff presented a Disaster Recovery Presentation during the Mayor's Meeting, which included Department Heads and Senior City Officials. Departmental representatives have been designated to conduct "RSF Interviews". The Base Plan has a finalized draft, and the development of Recovery Support Function Job Aids continues.
- OEM Staff has begun working on a Fixed Nuclear Power Plant Ingestion Pathway Plan which has been required by MEMA. OEM plans to have a draft to submit to MEMA in March.
- On February 22nd, OEM attended the County's Training and Exercise sub-committee meeting.
- On February 27th, OEM held an operational briefing in the Emergency Operations Center regarding the St. Patrick's Day Parade being held on March 5th.
- On February 28th, OEM attended the Public Safety Committee meeting of the City Council at City Hall.

Training/Exercise

- On February 1st, OEM staff completed the City's Driver Training Program.
- On February 15th, OEM staff conducted an Annapolis Call Center exercise with Call Center representatives.
- On February 3rd and 10th OEM Staff attended Training provided by Fred Pryor Seminars.
- On February 21st, OEM staff presented to the Annapolis Fire Department's new hires. The presentation was an Introduction to OEM, and outlined the role of OEM in the Fire Department and the City of Annapolis.
- OEM is planning an ICS 300/400 class the week of March 13th that will include personnel from Fire, Police, and other local partners.

Outreach

- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,304 as of August 22nd, 2016. The app is currently undergoing an upgrade and OEM staff is testing new features.
- OEM has increased its Twitter followers to 1,253.
- OEM has increased its Facebook 'likes' to 1,838.
- OEM has been working with We Care & Friends and the Stanton Center for the Winter Relief Warming Center. The Stanton Center activated 5 times during the month of February and supported 31 patrons and 171 patrons so far this winter.
- On February 15th, OEM released the latest update to the Prepare Me Annapolis App, which included a new design and other improvements.
- On February 15th, OEM staff conducted outreach at Obery Ct. in Annapolis. This outreach provided residents with guidelines to follow in the event of an emergency.

- On February 16th, Virginia Smith of Smith Planning & Design, who is drafting the update to the Natural Hazard Mitigation Plan, presented at the Weather It Together meeting at City Hall.
- On Friday, February 17th, OEM responded to a request from the acting City Manager and Alderman Fred Paone to check on a citizen who was without BGE services.

Grants Management

- Emergency Management encumbered funds in February for various Urban Area Security Initiative (UASI) and State Homeland Security Program (SHSP) grant purchases on behalf of the HazMat team, the Annapolis Police Department and the Office of Emergency Management.
- OEM made an initial expenditure for the Hazardous Materials Emergency Management Preparedness (HMEP) Grant.
- OEM completed some grant reporting requirements for MEMA and assisted the Finance Department with supporting grant information for a routine audit.

February 2017	
UASI FY 2015 Hazmat Team	\$2,066.53
	\$775.50
UASI FY 2015 Planner Salaries/Benefits (reimbursements)	\$38,292.53
	\$35,077.34
EMPG FY 2015 Staff Salaries (reimbursements)	\$7,202.00
	\$28,407.70
	\$14,492.64
HMEP FY 2015	\$2,240.00
SHSG FY 2015	\$1,050.00
TOTAL February Grant Expenditures	\$129,604.24

Police Department

C-Safe	Total		Victim Services	Total
Parole & Probation home visits	18		Burglary reports	16
DJS home visits	0		Victim's contacted	0

DJS school visits	0		Residential Survey	0
HEAT meetings	2		Commercial Survey	0
Hispanic Liaison	Total		Neighborhood Safety Training	1
Translator Contacts	31		Community requests	10
Victim Contacts	9		McGruff Appearances	0
Total Contacts	52		Watch Your Car	Total
Court Hours	1		Auto Theft reports	5
School Visits	26		Theft from Auto reports	31
Officer Activity	Total		Vehicles Registered	0
Meetings	44		Scooters Registered	0
Total School visits including Hispanic Liaison	35		TFA/ Auto Theft Initiative Letters Sent	63
Calls for Service	9		J.O.I.N.S.	Total
Reports	3		Juveniles currently in JOINS	0
Foot Patrol Hours	12		Unsupervised juveniles	0
Business Checks	25		90 day supervision juveniles	0

Bank Checks	2		Home visits	0
Traffic Stops	0		School visits	0
Traffic Citations	0		Juveniles arrested	8
Traffic Warning	0		Juveniles that didn't qualify	4
FIR	0		Juveniles that qualified	4
Warrant Attempts	1		J.O.I.N.S. Hearings	0
Emergency Evaluation	0		Closed J.O.I.N.S. cases	0
CDS Arrests	0		Explorers	Total
Warrant Arrests	0		Current Explorers	6
On View Arrests	0		Interested Explorers	1
Traffic Arrests	0		Explorer Post Training days	1
Summons	0		Community Events Attended	0
Juvenile Citations	0			

Total Arrests	0			
Events and Activities	44			

Community Service Section attended the following meetings in: (44)

- CSAFE/ HEAT Team meeting (2)
- City Council Meeting (3)
- City Council Security Meeting
- UASI PIO Meeting
- Latino Moms Meeting
- Robinwood Tenants Association
- Latino Community Meeting
- HH/EPT Tenants Association
- Ward 8 Town Hall
- City Council Workshop Meeting
- Woodside Gardens Tenant Meeting
- Ward 1 Residents Meeting
- Met with principal of Aleph Bet Israel School
- Hispanic Parents group meeting
- Anne Arundel County Safe Streets Coalition Meeting
- Annapolis Substance Abuse Prevention Coalition Meeting
- Meeting with community member Doug Smith regarding community outreach
- Meeting w/ Office of Environmental Policy-STAR Communities
- Annapolis Education Commission Meeting
- AACO Public Information Education Committee Meeting
- Downtown homeless concerns w/ Justin Bieler
- Nextdoor Meeting (Annapolis Community Builders)
- Annapolis Homeless Resource meeting (APD)(2)
- La Noche Latina – Annapolis Middle School
- Met with Maria Day from State Archives
- Met with Timmeka Perkins reference Teen Court
- Neighborhood Safety Meeting
- Bloomsbury Square Resident Meeting
- ASAP Coalition Meeting
- Met with Alderwoman Finlayson
- President Hills
- Met with Alderman Paone
- Tenant Council Meeting (Eastport Rec. Center)
- Eastport Civic Association
- Meeting with Doug Smith (2)
- Meeting with Alderwoman Pindell-Charles
- Meeting with Free State Printing in reference to calendar
- 701 Glenwood Community Meeting
- Pennrose Property meeting (Obery Ct.-College Creek)

- Youth Mentorship Program- Hilsmere Library- Local youth

Community Service Section participated in the following events/ activities: (44)

- Character Counts! Program. (15)
- Homework Clubs (15)
- Assisted Recruiting in performing (2) home visits
- Most Wanted Taping (2)
- Daisies Troop visited the police station. Assisted with tour.
- Annapolis Police Kids Club Visited the St John's College Mitchell Gallery with 17 children from different
- Communities. Afterwards, had lunch and participated in a game of kickball.
- Explorers Meeting
- Attended funeral for retired officer
- Reorganized storage room and Explorer Office
- Continued to work on Anniversary events. Obtained price proposals for Gala and calendars. Get ready for St. Patrick's Day Parade and upcoming Expo
- Oral interviews for lateral applicants
- Annapolis Police Kids Club event for February 20th. A visit to the Mitchell Gallery at St. John's College. 18 kids from 7 different communities.
- Eastport Family Night
- Community Service project- NET units with local youth installed Safety Rails at a residence on Madison

Community Service Section participated in the following training: (16)

- **Explorers** Meeting/ Training
- Every Tuesday Joven Noble Annapolis Middle
- Every Wednesday Joven Noble Maryland Hall
- Every Thursday Joven Noble Bates Middle
- Feb. 22nd Cultural Immersion Training for AA Police
- AACOPD HQ
- In-service for all officers in Community Services
- Website Training
- DNA Collection Training

Joins:

Officers reviewed (8) reports for the (8) juveniles arrested during this period. Of these cases, (4) met the JOINS Criteria. There are currently (0) youth in the program. (0) juveniles are on 3 month Supervised Probation. (0) juveniles are on unsupervised probation. (0) juveniles completed the JOINS program in (0). A total of (0) home visits were made and (0) school visits.

In two of the possible JOINS cases 2 have declined to enter JOINS. The other two cases, we are waiting for reports.

Hispanic Liaison:

Mr. Hudson taught In-service training for APD on Cultural Immersion Training. He has been expanded his Joven Noble classes. He has also organized a Hispanic Moms group and a Hispanic Dads group.

Alert Grant:

All of the January and February reports up to Feb. 24th, 2017 have been reviewed and letters have been sent out.

Vehicle Theft Prevention Numbers

- 5 auto thefts reported
- 0 bicycle thefts reported
- 16 burglaries reported
- 31 thefts from vehicles reported

Explorers POST 199:

The Annapolis Police Explorers had (1) meetings in Feb. 2017. (6) Explorers in program and (1) interested in applying.

Explorers Meeting:

Discussed recruiting, cadet opportunities and future of the program. The Explorers used air rifles in the range. Three members attended. One other possible member will be joining in the future. Two Explorers will be joining us on March 5th at the St. Patrick's Day Parade.

Annapolis Police Auxiliary Unit Monthly Report

Total number of clients fingerprinted: 25

Meetings: 0

Auxiliary Officer work hours:

McCann (Aux 1)- On Leave

Balzano (Aux 6)- 4 fingerprinting hours, 1 office hours- 5 hours

Cormier (Aux 11)- Kids Club 5 hours, - 5 hour

Brown (Aux 12)- 3.5 Fingerprinting hours- 3.5 hours

Watts (Aux 13)- 4 Fingerprinting hours- 4 hours

Cadet Program

There are currently no cadets in the program. There is one in the process of being hired.

Building Activity

- **Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081)** Permit issued 3/18/16 to replace roof. No work has started under this permit.
- **Annapolis Police Department (199 Taylor Avenue – BLD16-0353)** Permit issued 9/1/16 for changes to indoor firing range. No inspections to date.
- **Annapolis Townes at Neal Farm (Dorsey Drive–#GRD16-0001)** Permit issued for grading for new subdivision. Progress inspection performed 12/22/16.
- **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Progress inspection of 11/4/16 passed. Still waiting on U.L. certification of equipment.
- **Annapolis Yacht Club (2 Compromise St #BLD15-0840)** Permit issued 1/8/16 to stabilize building due to fire damage. Progress inspection May 24, 2016.
- **Annapolis Yacht Club (2 Compromise Street-DEM16-0032)** Permit issued 7/12/16 for interior demolition. Contractors met on site and are preparing to remove the remaining interior finishes and mechanical equipment. Inspections since pre-construction meeting of 8/30/16.
- **Anne Arundel County Force Main Project (Bay Ridge Road – #GRD15-0027)** Permit issued 10/14/2016. Project not started as of 12/2/16.
- **Anne Arundel County Force Main Project (Edgewood Road - #GRD15-0002)** Permit issued 10/13/2016. Progress inspection 12/21/16.
- **Autobell Car Wash (1918 West Street - #BLD16-0670)** Permit issued 12/21/16 for alterations. Passed ceiling close in inspection 2/22/17.
- **Bywater Park (800 Bywater Road – #GRD15-0053)** Permit issued 8/18/16 for Stream Restoration project. Progress inspection 12/22/16.
- **Chart House Restaurant (300 Second Street #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. All work complete except for striping ADA parking spaces.
- **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations. All work complete except for striping the ADA parking spaces.
- **Chesapeake Auto Body (1799 Margaret Avenue–#BLD16-0502)** Permit issued 11/14/16 for new body shop. Footer inspection passed 11/28/16. Fines were paid for working without permits. New revised plans were issued.
- **Chesapeake Properties (48 Randall Street - #BLD16-0755)** Permit issued for tenant fit-out 2/6/2017.

- **Chinquapin Round Road Self Storage (1833 George Avenue—#GRD16-0013)** Permit issued 11/1/16 for grading for new commercial building.
- **Chinquapin Round Road Self Storage (1833 George Avenue—#BLD16-0284)** Permit issued 11/1/16 for new commercial building. Concrete slab inspection passed 12/22/16. Partial waterproofing passed 2/2/17. Passed inspections on wall pour and slab work 2/23/17.
- **Chipotle – (36 Market Space—#BLD15-0515)** Permit issued 7/11/16 for new restaurant. Progress inspection passed 1/7/17. Slab inspection passed 1/24/17. Framing inspection passed 2/27/17.
- **City Hall (160 Duke of Gloucester Street – BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Slab inspection 6/7/16. Contractor needs to call in a final inspection.
- **City Hall (160 Duke of Gloucester Street – BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16. Electrical inspection failed 11/3/16.
- **Corner Bakery Café (2140 Forest Dr #BLD15-0772)** Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16. Ceiling close in passed 1/24/17.
- **Evelyn's Place (24 Annapolis Street – #BLD15-0441)** Permit issued 5/24/16 for tenant fit-out for new restaurant. Ceiling close in 11/15/16. Trade inspections progressing. Hood and Duct passed 10/6/16. Building final inspection passed 3/1/17.
- **Lupita's Restaurant (1313 Forest Drive – #BLD15-0768)** Permit issued 6/13/2016 to expand restaurant . Progress inspections on walls only passed 11/30/16.
- **Mary E. Moss Academy (245 Clay Street – #BLD16-0381)** Permit issued 8/31/2016 for minor renovations. Slab inspection 10/12/16.
- **Maryland Hall for the Creative Arts (801 Chase Street - #GRD15-0058)** Grading for new addition – Permit issued 2/8/17.
- **The Monarch School (2000 Capital Drive –#BLD15-0846)** Permit issued 11/29/16 for tenant fit-out for new school. Progress inspection passed 1/7/17. Insulation inspection passed 2/6/17.
- **Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060)** Permit issued 10/27/16 for new Primrose Hill Development. Progress inspection 11/22/16.
- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/1/16.
- **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.
- **Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078)** Expand into neighboring unit. Permit issued 4/28/2016. Framing inspection passed 7/6/16.

- **Stanton Center (92 W. Washington Street – #BLD15-0527)** Permit issued 8/31/2016 for minor interior work. No inspections to date.
- **Sakura Café' (103 Main Street– #BLD16-0329)** Permit issued 11/29/2016 for expansion.(BLD16-0329). Progress inspection passed 12/6/16. Insulation inspection passed 1/7/17. U&O inspection passed 2/3/17.
- **The Children's Guild (2000 Capital Drive #DEM15-0042)** Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- **Timothy House & Gardens** – Permits issued 2/14/2017 for grading & renovations to units.
- **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. Near finish.
- **Watergate Village Apartments (700 Americana Drive #BLD15-0485)** – Entire building repairs due to fire damage. Permit issued 4/29/2016. Permit finalized 2/17/17.
- **Flamant (17 Annapolis Street – #BLD16-0243)** Permit issued for tenant fit-out for new restaurant 9/26/2016. Framing inspection passed 11/4/16. Trade inspections progressing. Ceiling close in passed 1/13/17.
- **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 11/30/16.
- **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Footing inspection 11/14/16. Progress inspections on garage framing passed 2/24/17
- **110 Compromise Street (Formerly Fawcett's - #BLD16-0289)** Permit issued 8/30/16 for renovation and addition. Footer inspections passed 3/7/17.
- **122 Main Street (GRD15-0035)** Grading for new commercial building – Permit issued 2/12/2016. Progress inspection done 11/24/16.
- **122 Main Street (BLD15-0395)** Permit issued 2/12/16 for new commercial building. Progress inspection 10/13/16. Drains passed 1/3/17.
- **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.

Planning Activity

Comprehensive Planning

- Feb. 1: Attended meeting to discuss access to 1750 Forest Drive
- Feb. 16: Attended Eastport Town Hall
- Feb. 24: Worked on wayfinding installation
- Feb. 28: Capital Working Committee
- Feb. 28: BRTB monthly meeting

Current Planning

Monthly News/New Projects:

- Special Exception (SE2017-002) & Site Design Plan Review (SDP2017-004) for Mayor & City of Annapolis, to demolish and construct new public works maintenance facility, located at 935 Spa Rd.,
- Admin Adjustment (ADJ2017-001) for Terence Smith, for reduction of front yard setback for new entry roof, located at 1012 Moss Haven Ct.,
- Site Design Plan Review (SDP2017-002) for Vienna Laurendi, for hazardous tree removal, located at 304 Burnside St.,
- Site Design Plan Review (SDP2017-003) for Lexin, Spa Cove, for hazardous tree removal, located at 1012 Primrose Rd.,
- Site Design Plan Review (SDP2107-005) for William Schaffer, to construct a new two-story dwelling over existing basement with one-story additon, screen porch and enclsd breezeway, located at 123 Spa View Ave.,
- Site Design Plan Review (SDP2017-006) for Douglas Irvin, to replace 6' x 12' walkway within the 100' critical area buffer, located at 11 Southgate Ave.,
- Zoning Certificate (ZC2017-004) for Baywoods Cooperative, to replace boardwalk with pervious pavers, located at 7101 Bay Front Dr.
- Appeal (APL2017-001) for Christopher Ledoux, for appeal of preliminary record plat, located at State St., Washington St. & Boucher Ave.,
- Variance (VAR2017-004) for Holly Allison, incomplete application, located at 106 Monticello Ave.,
- Forest Conservation Plan (FCP2017-003) for Robert Pastrana, for new Residential Planned Development of 45 townhoues on 4.97 acres, located at 9 Elliot Rd.
- Subdivision (SUB2017-002) for Bozzuto Homes, Inc., for a consolidation plat for a proposed 4-story condo building, located at 141 West St.,
- Zoning Test Amendment (ATA2017-001) to allow Food Stores within the C2A zoning district.

Major Planned Actions:

- Planning Commission, March, 2017:

Public Hearings and Deliberations:

1. PD2016-001 – Major Modification to a Residential Planned Development, known as Aris T. Allen Boulevard by RL BB ACQ II-MD RDG, LL (Rialto), property owner, to amend SE2005-11-547 to allow vehicular access from Aris T. Allen Blvd., remove vehicular access from Yawl Rd. and reduce the number of dwelling units from 48 to 46, on property located on the south side of Aris T. Allen Blvd., west of the intersection of Old Forest Drive & Chinquapin Round Road,

Work Session:

1. Special Mixed Planned Development application to redevelop an approximately 2 acre portion of the existing Eastport Shopping Center sire (6.75 acres) with a proposed project, known as “The Lofts

at Eastport Landing” consisting of 127 rental apartment units and approximately 11,898 sq.ft. of ground floor commercial/retail and restaurant space,

· Board of Appeals, March 7, 2017:

Public Hearings and Deliberations:

- VAR2017-001 – Variance application by Richard and Lorie Roeser, property owners, for requested reduction to the required corner-side yard setback requirement from 20 feet to 5 feet, and for a reduction of the required interior-side yard setback from 7 feet to 3 feet, in order to allow a proposed two-story garage, located at 1 Stewart Ave.,
- AR2016-022 – Variance application by Lindsey M. Glamp, for reduction to the right side yard setback from 6 ft. to 4.3 ft. and left side yard setback from 6 ft. to 1.4 ft. to allow a second-story, rear addition, located at 908 Ridgewood St.,

New Business:

- SE2015-005 - Special Exception extension by SPAH, LLC: Anne T. Pobiak and the Marital Trust and Shannie Properties, LLC, Property owners and Iron Rooster-Annapolis, LLC, business owner for an expansion of a restaurant with alcoholic beverage service, on property located at 12-14 Market Space into the adjacent property at 16 Market Space,

· Board of Appeals, March 15, 2007:

- SE2016-007 – Special Exception application by Anne Arundel County, property owner, for a new 32,500 sq.ft. public library on the site of the existing Annapolis Regional Library and adjacent vacant parcel, located at 1410-1420 West St.

Historic Preservation

Administrative approvals issued - 15

Total estimated costs of approved applications - \$66,584.88

Private - \$0

Public - \$66,584.88

Public Hearing approvals issued - 0

Total estimated costs of approved applications - \$

Private - \$

Public - \$

Economic Development

- Provided start-up, retention and growth support services for 20 businesses and nonprofits to: connect them with potential loans/investors, provide no-cost consultation; locate space; resolve permitting, signage and loading issues; and develop workforce
- Began next 18-month Work Plan (through FY2018)
- Updated the City’s New and Expanding Businesses List and Citywide Vacancy Report
- Participated in 38 meetings and events with city departments and business support organizations to:

- Attend Maritime Advisory Board Meeting (City Liaison), as well as Anne Arundel County's Maritime Industry Advisory Board to determine best ways to collaborate
- Attend Exporting; Woman-Owned Small Business Certifications; Fundraising for Small Nonprofits (especially to assist DAP and AAD); and LinkedIn for Economic Developers workshops to stay abreast of latest assistance for businesses and business associations
- Lead monthly Business Leader's Meeting (with Speaker: PACE Program)
- Continue working on economic impact section of an OEM/DPW \$3M FEMA grant proposal for flood mitigation equipment at City Dock
- Align business development, events and marketing strategies with HPD/WIT/KHAB (Resiliency Planning efforts), AAEDC, AAWDC (workforce development initiatives), DD (new business opportunities for members), DAP (Committee, Board, and ad hoc support meetings), HA (future goals for DAP/City Dock), SCORE (new maritime and arts businesses support programs), SP+ (weekly meetings as business rep), and ASIA (ongoing maritime initiatives)
- Work with the SDBE Office to revise tools intended to improve business' experience with the City:
 - Pre-application checklist to best manage meetings with businesses
 - Panhandlers, homeless and buskers educational brochure
 - Detail/flowchart of city's permitting process
 - Business articles for publicity
- Assist with shepherding (including reviewing/editing reports, conference calls, meetings, etc.) studies/initiatives underway, each of which has economic development impacts and ASIA (ongoing maritime initiatives)
- Comprehensive Maritime Economic & Zoning Study
 - Historic and Cultural Heritage Assessment
 - Sea Level Rise (SLR) & Economics of Hazard Mitigation

SMBE Office

- Researched best practices on filling vacancies in downtown and composed summary report
- Finalized permitting-review process investigation and prepared report on findings
- Finalized pre-application checklist
- Made 2 existing-business visits
- Assisted with coordination of and attended 1 Business Leaders Meeting
- Participated in 4 pre-application (permitting) meetings
- Sent 14 new business welcome letters and letters for 2-year anniversary

Recreation and Boating

Recreation

- Get Smart Club (after school homework program) and Library at Stanton Center continue.
- Stanton Center's programs Youth and Adult Open Gym, STAIR, GAGAS, DAFINA, 8 – U Instructional Basketball League and Clinic, and Zastro Simms Youth Basketball Program (ZSYBL). Meetings 24 and 14 events were held at the Stanton Center this month.
- Personal Training at PMRC: 25 hours/Fitness classes participants- 1,868

- Staff is Working on a community garden project.
- The Youth Basketball Program ended this month with over 800 participants.
- Registration for youth baseball in schools has gotten a GREAT turnout with almost 100 children.
- Donations for Pass, Pick & Play in full swing.
- All Spring Permits and field schedules completed.
- Sports Revenue Rental equals \$2,422.50
- Daddy Daughter Dance – February 3rd, had 98 people attend.
- Registration for Camps began on February 13th. Some Splash Camps are already full.
- Dance Classes continue.
- Staff continues to plan for the Adult Easter Egg Hunt.
- Staff processed numerous tax child care receipts for Latchkey and Camps.
- Staff created 2017 monthly marketing incentives/promotions.
- Updates were made to the new ARPD web site pages.
- Spring 2017 Program Guide production – finalized, ads and distribution with *The Capital*.
- Staff created ARPD Newsletter for February
- Updated ARPD e-news template with new COA website info using new CivicSend software
- Four weekly e-news sent (24,834 messages) with 19.34% message open rate (4,802 message), 6,236 subscribers in February
- ARPD Facebook: Post engagements up 30% in February (increase of 23% from January), top reach post was on 2/12 promoting donations accepted for Pass, Pick & Play
- APRD Twitter: Gained 39 new followers (now at 2,887), 4,489 tweet impressions, top tweet was announcing spring program and summer camp registration started (395 impressions), top media tweet was announcing the Daddy Daughter Dance (216 impressions)
- Set up ads for March and May camp issues with Bay Weekly
- Staff met with Diane of WNAV for spring advertising/promotions 2/14

Parks

- GreenScape- Staff met with Green Drinks representatives; they received a grant to create a toolkit for other Cities to model GreenScape. Staff is continuing to prepare for this year's program (prepared for and attended the first organizational meeting, received and input order forms, and working directly with volunteers on their projects).
- Nature Camp- Staff is preparing for this summer's camp; all speakers have been booked
- Chesapeake Grove development- Staff is continuing to work with the developer on their required tree mitigation. A portion of the trees may be planted at Ellen O. Moyer Nature Park.
- Adequate Public Facilities Plan review- staff reviewed and commented on plans for the "Central Park" development located on Elliott Road
- Truxtun Park phragmites- The phragmites in Spa Cove will be sprayed by EQR this month.
- Performed all of our Spring Playground Inspections.
- Crews have started replenishing the playground safety surfacing in the playgrounds.
- All of the Spring ball fields have been prepped for the season.
- Crews have been working in various parks, prepping for Spring and Summer activities.
- The Park Staff will start prepping for the 26th Anniversary of Greenscape on April 22, 2017.
- Crews will be starting up full blow mowing operations the week of April 4th.
- Turner Park playground should be replaced late this Spring.
- Crews will start de-winterizing the Pool Facility.
- All of the field restrooms will be de-winterized. Around the week of March 27th. (Weather Permitting)

- PMRC will be starting a new uniform program with Cintas this month.
- PMRC sold 217 less memberships in February then in January with 3 less days to take into consideration.
- PMRC had 149 less members use the facility for February then in January with a use of facility total of 8,359 for the month of February.
- PMRC made \$19,912.50 in Rental Revenue in February.
- PMRC Front Desk was super busy with camp registration.
- PMRC Front Desk has also been working on putting together membership and rental packets.
- Staff continues to reach out to some local businesses to make donations. The center needs at least (2) 42 in TV's and (2) gaming systems. This will give the Tweeners ages (11 to 17) something to do here at the center.

Boating

- We secured a grant from DNR for a new outboard Pump-Out boat. The boat will be more affordable to operate, more reliable, and quieter than the current boat. We plan to sell the old vessel that will no longer be encumbered by a grant at the end of 2017.
- Beth Mauk completed a live interview with Captain Rick Franke of WNAV.
- Beth Mauk issued 3 citations for derelict boat violations in Weems Creek. The defendant has been banned from city waters and was moved out of the creek promptly.
- Funds have been allocated for a new patrol boat. We are working with Procurement to put out the specification.
- The Harbormaster's Office is hiring Dock Assistants and Boat Operators. Interviews are scheduled for mid-March
- Aston Harald Sports is in the planning stages to hold a Senator's Cup Sailboat Race this fall. This event is described as "Auto Racing meets Sailing"—Vessels are 32 foot Catamarans and travel at speeds of 40 mph and come in such close proximity to each other that they sometimes have to heel over and lift a pontoon to avoid a collision. CNN will be covering the races.
- We are planning to have Park Mobile as the method in which customers pay for the boat ramp at Truxton Park. Our current credit card machine (broken) will remain in place with a cover, pending an assessment that Park Mobile is a good solution.
- The Harbormaster is working with City GIS Personnel Shawn Wampler to redraw the Harbor Lines.
- The Boardwalk decking around Ego Alley and beyond is aged and needs replacement. A Waterway Improvement will pay for board replacement, which we are hoping will be started before Spring.
- Patrol 1 was repaired and will be readied for sale. The boat is proving to be expensive and unreliable, and noisy. Hearing protection has been ordered for boat captains since engine noise is above 85 decibels.

Transportation

Monthly News

FY 2018 Transit Grant Application

Transportation staff has completed the Annual Transportation Plan (ATP) for FY 2018 to be submitted to MTA in March 2017. The filing of the ATP must be approved by the City Council through a City Council Resolution.

The Maryland Transit Administration (MTA) administers grants for public transportation projects and programs throughout the State. These grants fall into three categories – transit operating assistance (for both fixed routes and ADA complementary paratransit), capital assistance (for the procurement and maintenance of vehicles and equipment), and technical assistance (for things such as transit development planning). These grants are applied for through the ATP.

Electronic Farebox System

The electronic farebox project, which was awarded to TripSpark, Inc., is underway. The project involves the design, manufacturing and installation of a new electronic farebox system in all Annapolis Transit buses. The new electronic farebox system will address all phases of fare collection, validation and processing. Additionally, the system will collect other transit operating data such as passenger counts. The project is expected to be completed in July 2017. A capital grant from Maryland Transit Administration will pay for 90% of the cost, and the city will pay the remaining 10%.

Transit Development Plan Update

ADOT will soon kick off its Transit Development Plan (TDP) update. The plan will evaluate the transit services that are being provided; develop strategies to match the services to identified transit needs and provide a vision of how the Annapolis Transit should adapt to address the demand for public transportation services within a five-year horizon. There will be extensive general public and stakeholders outreach as part of the plan development. The estimated project cost is \$90,000, which is allocated as follows: Federal - \$72,000; State - \$9,000; and local (city) - \$9,000. The local share is a “soft match” in the form of staff time.

Special events

- Operated two extra buses for the Maryland Arts Day event (2/14/17). We transported over 250 people between the Navy Stadium lot and Lawyer’s Mall
- Participated in planning session at OEM for upcoming St. Patrick’s Day Parade
- No Gold route transfers were issued in February 2017

Administrative

- Monthly Safety & Operations meeting was held on Thursday, February 23, 2017. Ninety-eight percent of required staff attended. Topics discussed included new MTA route Baltimore Link buses 210/215 coming to Annapolis, Smith System reminders, pedestrian and crosswalk safety, use of seatbelt reminder, time checkpoints – running hot, Heinrich’s accident triangle.
- One annual performance evaluation was completed this month
- Three quotes received for our bus stop sign replacement project and logo decals
- We are short one part time driver
- Search continues for a contractual Maintenance Supervisor
- Began on-board camera repairs – one (2112) still not working

Activity Report

Transit Operations

Table 1 February 2017 Unlinked Passenger Trips

Route	February 2017	February 2016	% Change
Red	4,150	4,634	-10.44%
Yellow	2,028	2,199	-7.78%
Green	5,099	5,353	-4.75%
Orange	1,594	1,488	7.12%
Gold	1,614	2,090	-22.78%
Brown	4,920	5,065	-2.86%
Purple	2,568	2,803	-8.38%
Circulator	2783	1,878	48.19%
State Shuttle	8,263	7,977	3.59%
Paratransit	203	402	-49.50%
Total	30,439	33,889	-10.18%

Table 2 February 2017 Farebox Revenue

Route	February 2017	February 2016	% Change
Red	\$6,114	\$6,705	-8.81%
Yellow	\$1,300	\$1,462	-11.08%
Green	\$7,818	\$9,434	-17.13%
Orange	\$1,835	\$2,042	-10.14%
Gold	\$2,450	\$2,381	2.90%
Brown	\$7,591	\$8,519	-10.89%
Purple	\$2,645	\$2,618	1.03%
Circulator	\$522	\$2,544	-79.48%
State Shuttle**	\$2,560	\$2,685	-4.66%
Paratransit	\$695	\$535	29.91%
Total	\$33,008	\$38,925	-15.20%

**Excludes fares from State employees

Service Hours and Service Miles

Total Service Hours in February 2017: 4,482 hours

Total Service Miles in February 2017: 46,655 miles

On-Time Performance (OTP):

1. ADA Paratransit Service: OTP for paratransit service was 100%. There were 142 complementary paratransit trips, and nine (9) cancellations and six (6) no-shows.
2. Fixed route's OTP was 75% based on 82 observations.

Preventive Maintenance:

- All scheduled preventive maintenance work were completed on time.
- There was a total of six (6) documented road calls
- Inspection and repair of the bus video surveillance system on all transit buses were completed.

Parking

Table 3. Parking Garages – Vehicles Parked and Revenue, February 2017

Garage/Lot	Revenues	Vehicles Parked
Gotts	182,971	17,352
Hillman	206,609	18,377
Knighton	40,988	5,108
Park Place**	106,924	11,993
South Street Lot	12,105	1,074
Larkin Street Lot	11,250	58
Total	560,847	53,962

**Managed by Towne Park

Table 4. On-Street Parking, February 2017

Citations	2,130
Citation Revenue	\$94,000
Meter Transactions	74,281
Meter Revenue	\$151,669

Table 5. On-Street Parking Operations in District 1 – February 2017

Date (February 2017)	No. of Vehicles Scanned
1 to 5	2,385
6 to 10	7,280
11 to 15	7,604
16 to 20	6,204
21 to 25	8,855
26 to 28	5,098
Total	37,426

Tickets Issues: 377

Overtime and Leave (sick, vacation personal) Hours

Overtime is a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period January 26, 2017 through February 22, 2017.

Table 6 Summary of Overtime and Leave Hours – 1/26/2017 – 2/22/ 2017

Division	Overtime	Leave (sick, vacation and personal, etc.)
Parking Enforcement Officers & Parking Meter Technicians	0 hours	50 hours
Transit Vehicle Operations – Bus Operators only	269.5 hours	541 hours
Transit Supervision	46.25 hours	16 hours
Vehicle Maintenance	50.75 hours	117.75 hours

Hispanic Liaison

- Attended the Maryland Legislative Latino Caucus this important event provides an opportunity for community entities and organizations to educate caucus members and attendees on their legislative priorities, if any, and share how their work in the community specifically affects Maryland's Latino population. Heard some testimonies from different organizations and government agencies, educating and informing us of all the wonderful work they have been doing for the Latino Community. Important issues that need our attention, collaborative work and made some connections to work together to make our State a better place for Hispanics/Latinos and all Marylanders.
- Attended the Annapolis Education Commission monthly meeting - Introduced to some school administrators and community leaders; and how the Mayor's Office with the Hispanic Liaison can be a supportive to their schools and the entire community. As a result I will be part of Tyler Heights PTA meeting to outreach more Hispanic parents to participate in school activities.
- Meeting with Laura Gardner, Maria Casasco, Karen Kline. About the last data on graduation rates; the ELL graduation rate is 30% and the Hispanic grad rate is 78% (compared with county average of 89%) – Brainstorm some ideas and how to cooperate to improve this rates.
- Attended the planning meetings Pass, Pick & Play with The City of Annapolis Recreation & Parks Department (ARPD), in partnership with the Armstrong Family – an exciting new sports equipment collection and donation initiative to benefit local families. The goal is to reach community kids and families to give out free sports equipment and provide a free basketball (and potentially soccer) clinic/s on the day of the event as well. Also supported by Annapolis Mayor Mike Pantelides and is a project of Leadership Anne Arundel Class of 2017. Event on April 1, 2017. My role has been assisting with reaching out the Hispanic community through schools and local businesses.
- Attended the planning meeting with Mark Garrity - Parks Administrator for AACO, Jen Corbin and Leslie Hodges - Crisis Response and Karen Biagiotti-outreach worker with AA County. And others church members and volunteers. About the future for the homeless camp at Wiley Bates. Park rules translated, visits to the camp sites, and shared opportunities of assistance with the homeless. Due date to evacuate camp March 16
- Met with Dereck Matthews Executive Director of Community and Minority Outreach, Office of the County to introduce ourselves and how to cooperate in the County efforts to outreach the Hispanic

Population. Target areas were churches, community associations, schools, and informed Mr. Dereck about how Soccer is a big sports in our Hispanic community.

- Outreach to some adoption offices to find information for a Hispanic Grandmother to adopt her granddaughter; there was no information in Spanish available in Annapolis, only option was to meet with a Family Lawyer. Information found from Foster Care and Adoption Resource Specialist, AdoptUSKids, Catholic Charities Center for Family Services.
- The program "Joven Noble" Ranger Dave from Quiet Waters Park was introduced to Monica Lopez, Jackie Munoz; Bilingual Facilitators, and Joe Hudson with the APD. In our efforts to support Joe and his program "Joven Noble" with the 1st graduation to be at Quiet Waters Park March 23. Ranger Dave expressed the desire to support Joe and the program as a volunteer.
- Another Immigration Forum was provided to the community at Saint John Newman on Feb 23rd Provided by Immigration lawyer Waleska Casiano, SJN, in collaboration with The First Presbyterian Church. The event was a success more than 200 Hispanic attended.
- Translations: Recycling Hanger, Park Rules and Regulations sign; Pass, Pick, and Play material.

African-American Liaison

- Continue to walk the neighborhoods and speak to residents about their concerns and needs
- February 11, spent time in Newtown 20 in the evening speaking to young men on the street
- Continue to visit with churches about my job and discuss how we can work together
- Continue to turn in guns to Annapolis City Police Dept. – one this month
- Received information from residents regarding drug activity homes and relayed information to police
- Met with Tanya Cooper Johnson, Founder of Weeping Mothers, whose son died as a result of gun violence in Annapolis, to see how we might work together
- February 25, co-sponsored Black History Month Celebration at the Stanton Community Center
- Continue to advocate for clients at the Anne Arundel County Drug Court – 2 people
- Monthly meeting with Mayor
- Continue to send men and woman to long-term treatment programs.
- Continue to send men and woman to detox and short-term treatment programs.
- Continue to transition folks from treatment into recovery houses and sober living programs.
- Provide food/clothing for community residents in need.
- Attend meeting with Annapolis Arts District re: Dinner Under the Stars 2017
- Winter Relief at Stanton Center – 4 nights
- Meeting with shoe shine gentlemen to set up program to teach young men/boys how to set up a shoe shine business
- Community relations meeting with ladies from St. Anne's Church re: homeless
- Meeting at Light House Shelter re: homeless

